

CITY CLERK

The City Clerk Department is committed to pursuing excellence through trust, respect, caring, and by being accountable and responsible, by following these guiding principles: Provision of accessible legislative services to all, including the obligation to inform and notify the public; Conducting all elections in an efficient and accurate manner and as mandated by law; Recording and maintaining official City government documents in a manner that promotes security and ease of retrieval.

Department Information

The City Clerk Department is organized into three functional units:

Administration

This unit is responsible for management and coordination of department operations related to: budgeting, accounting, payroll, human resources, employee development, internal communications and City safety programs. This unit coordinates the development of the annual budget, assists other managers regarding human resources, maintains the employee orientation and development program, supports development and monitoring of the department strategic plan, formulation of department policy and development of performance measures. The unit also administers the citywide records retention and destruction program at on-site and off-site storage locations.

Legislative

Consistent with the provisions of California's public meeting laws and the Public Records Act, this unit is responsible for the transparent presentation and retention of the City's legislative histories that present and archive the laws, policies and decisions of the City Council and other public boards. The unit assembles and distributes all documents related to the presentation and deliberations of policy and program issues as reported upon and recommended by the City Manager, City Attorney, City departments and the public.

This unit is responsible for the preparation of agendas, posting and publishing public notices as required by law, recording of actions, acceptance of damage claims and subpoenas, and the retrieval of actions, reports and studies presented to the City Council and other public boards.

Furthermore, this unit provides supervision of "front office" services, telephone and Internet service to all customers seeking information (agendas, minutes and supporting reports) regarding City Council and other public board deliberations as retained in the legislative information management system, the on-line City Charter and Municipal Code, and document imaging storage and retrieval system, including processing and indexing all contract documents filed with the City Clerk.

Elections

This unit is responsible for the management and conduct of City, school district and community college district elections comprising 23 elected offices and 220,000 registered voters. Other responsibilities include: import and verification of voter registration data from the Los Angeles County Registrar, design and maintenance of precinct and district boundaries, identification and assessment of polling places, recruitment and training of elections officers, maintenance and testing of vote tally equipment, development and publishing of sample ballots and official ballots, distribution and processing absentee ballot applications and petitions. The unit also manages candidate and campaign finance filings, statements of economic interest, and voter education and outreach programs.

Department Goals

Goal 1 Administration Bureau

Service/Program

Operations Manual – Complete the development of an operations manual for the City Clerk Department functions

Employee Development – Develop an employee orientation program and performance measures policy. Provide necessary training and resources to implement reclassification study recommendations. Make available training/cross-training opportunities as new technology is implemented

Employee Recognition Program – Design an employee recognition program that will acknowledge individual and team contributions towards achieving our Department's goals and objectives

Content Management – Continue to update the design and implementation of the City Clerk content management web page format to improve delivery of City Clerk information and increase the number of daily web page hits from approximately 2,000 to 3,000, and encourage feedback from customers to promote better customer service

Records Management Software Enhancements – Continue evaluation of implementation of the LIMS system and related parameters of networking the Microfilm (Division) to the Records Center with implementation of records management software and report writer software for records management forms

Goal 2 Legislative Bureau

Service/Program

Document Imaging/Management System – Continue to increase monthly number of scanned City Clerk documents to build a more extensive database to reduce the number of requests for retrieval/refilling of current documents from the Records Center (archival City Council meeting folders and minutes, ordinances, resolutions, contracts); enable City staff to conduct their own research as appropriate; enable customers to access archived City Council meeting agenda items; and reduce costs related to staff time and copying

Legislative Information Management System (LIMS) – Continue the implementation of the Daystar/Legistar legislative information management system and establish and conduct training programs for designated staff to facilitate design and installation of the system in other City departments

Streaming Video System/Digital Minutes/LIMS – Continue to utilize the Granicus streaming video system to enable digital recording of City Council meetings and other committee meetings and provide CD-ROM copies of meeting proceedings. Integrate the Granicus and Daystar/Legistar systems to provide the best solution for recording/indexing City Council meetings and committee meetings

ADA and Language Interpreter Support/Council Meetings – Coordinate compliance with Americans with Disabilities Act (ADA) or requests for language interpretation by any member of the public or City staff to allow for their participation in City Council Meetings, Committee Meetings and Workshops

Department Goals

Goal 3 Elections Bureau

Service/Program

Election Information Management System (EIMS) – Continue maintenance and support of a Windows-based EIMS that provides support for the planning and administration of the following election functions: Voter Registration Management; Precinct and District Module; Street Inventories; Office/Incumbent and Candidate Processing; Polling Place and Polling Location Planning and Inventory and Payroll; Absentee Ballot Processing, and Voter History Information. As a part of this operation, staff will also undertake: development of a Election Day Answering Guide (aimed to assist staff responding to Election Day telephone calls); update of the 2004 to 2006 Elections Plan (adopted by City Council in January 2002); contingency planning for enactment of SB 1730 (moving the March Primary Election to June of each even numbered year)

Poll-Worker Training – Continue to solidify poll worker training by limiting number of participants per class and increasing number of classes. Separate classes for inspectors, clerks, precinct coordinators and employees. Finalize poll worker procedures manual for polling places. Develop a poll worker training video in conjunction with other local agencies that conduct stand alone elections

Voter Education – Continue development of a voter education program for future elections

Absentee Ballot Processing – Continue to offer voters ways to apply for and receive a vote by mail ballot. Voters may use the application on the back of the sample ballot or apply over the Internet to obtain an official ballot. All requests responded to within 24 hours

Electronic Campaign Finance Filing System – Continued maintenance, support and training for the electronic campaign finance filing system

Statement of Economic Interests – Notify filers electronically. Provide interactive capabilities (print, sign and submit to filing officer) for all forms, and make forms available on the Fair Political Practices Commission (FPPC) website (www.fppc.ca.gov)

Election Legislation – Continue to monitor legislation effecting elections, campaign finance and conflict of interest

VIMS (Voter Information Management System) – Continue work with Los Angeles County Registrar-Recorder/County Clerk for training in all modules of the Voter Information Management System

Election Date Change – Consider moving Primary Nomination Election from April to February of even years. This will allow ample time to consolidate the General Municipal Election in June with the statewide primary election. Another option is to change election dates from even to odd years to avoid concurrent elections.

New Voting Systems – Consider changing to the Registrar Recorder County Clerk's ink a vote system (no names on ballot) or to another system that will allow ballots to be counted without the use of header cards. This would allow ballot counting of absentee ballots without the need to file by precinct, as well as reduce inaccuracies on election night by removing the possibility of incorrect header card usage

Election Warehouse Space – Research the possibility of preparing precinct supplies in-house, which would require obtaining warehouse space and additional staff

Bar Code Software – Build or purchase software package that would allow bar coding of election materials

Fiscal Year 2006 Accomplishments

Administration Bureau

- Updated the Department Employee Handbook as needed to work in conjunction with City policies and Memorandum of Understanding (MOU) with labor groups
- Maintained training of staff via continuing education, conferences and seminars related to: process mapping and problem solving, graphic design and layout, business writing, office productivity software use, City financial systems, records management technology, open meeting laws (Brown Act) and Public Records Act, poll worker procedures, campaign finance, Political Reform Act, and the California City Clerks Association annual and regional conferences

Legislative Bureau

- Improved provision and availability of language interpreters for City Council meetings
- Improved process of City Council agenda distribution utilizing copier system enhancements to decrease the number of agenda packets and consolidated scanning functions related to document imaging and Intranet/Internet publications
- Installed and implemented Phase I of the Daystar/Legistar Legislative Information Management System (LIMS) in the City Clerk Department
- Launched new City Clerk content management web page format as part of the Technology Services Department's Citywide project to improve delivery of City Clerk Information and increase number of daily hits to web page
- Continued to build a more extensive database of City Clerk documents to reduce the number of requests for retrieval/refilling of current documents from the Records Center (archival City Council meeting folders and minutes, ordinances, resolutions, contracts)
- Continued to utilize the improvements to the Granicus streaming video system to enable digital recording of City Council meetings and began utilization of streaming video system for selected committee meetings

Fiscal Year 2006 Accomplishments

Elections Bureau

- Presented for adoption of the 2006 Elections Plan Update 1
- Implemented on-line Statements of Economic Interest Electronic Filing System
- Posted campaign finance filings on Internet consistent with adopted City Council address redaction policy
- Used GIS for precinct consolidation and verification of district boundaries
- Contracted poll worker training, with emphasis on provisional voting procedures and concurrent election issues
- Conducted a concurrent election on June 6, 2006 with the Registrar Recorder County Clerk
- Implemented 2 Vote Tuesday to mitigate potential voter drop-off and to familiarize voters of the two table concept at polls
- Hired project coordinators to assist with meeting multilingual requirements of VRA
- Developed City employee poll worker program with significant assistance from Human Resources
- Translated election web pages to required languages (Korean, Vietnamese, Khmer, Spanish, Tagalog)

Challenges and Opportunities

Challenges

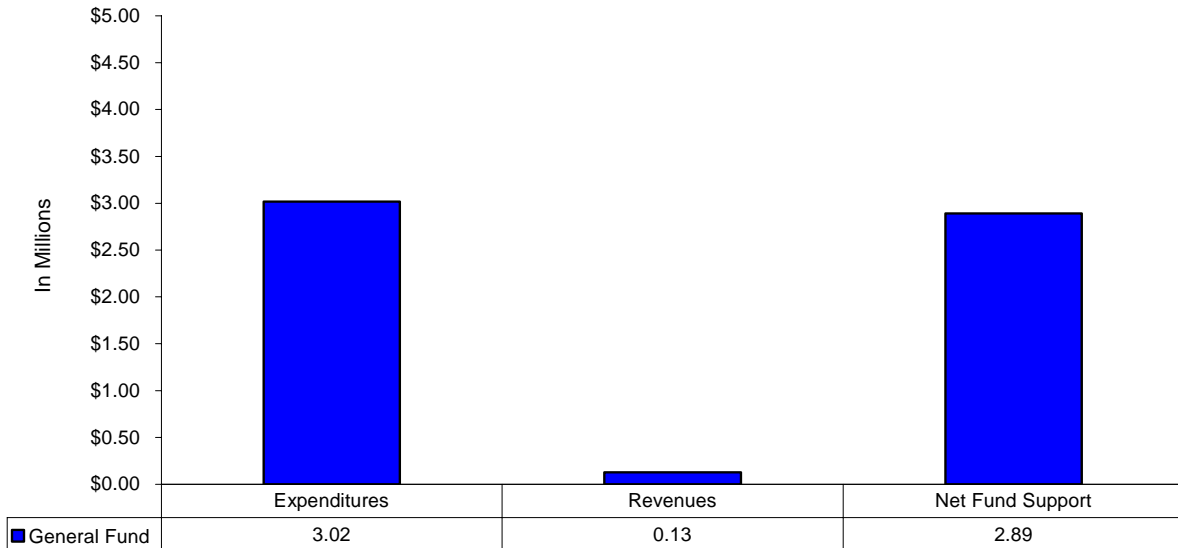
- Successful extension of Legistar (legislative information management system) to City Departments and interested boards and commissions
- Assessment and implementation of an improved voting system and support facilities in time for any special election in calendar year 2007, and no later than the beginning of the election cycle for 2008

Opportunities

- Continued implementation of an organizational design that improves public service through career ladders and integrated information systems that focus on the customer by leveraging the skills and abilities of a talented department staff

Summary by Character of Expense

Adopted* FY 07 Budget by Fund



	Actual FY 05	Adopted* FY 06	Adjusted FY 06	Year End** FY 06	Adopted* FY 07
Expenditures:					
Salaries, Wages and Benefits	1,459,338	2,038,193	2,091,279	1,924,980	1,988,825
Materials, Supplies and Services	301,639	1,931,961	2,141,419	1,993,281	601,816
Internal Support	333,896	347,518	347,518	352,777	251,041
Capital Purchases	-	-	-	-	85,000
Debt Service	138,485	138,485	138,485	133,969	92,323
Transfers to Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,233,358	4,456,157	4,718,701	4,405,007	3,019,004
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	60,000	-	-	38,041	-
Charges for Services	1,220	1,700	1,700	2,945	1,700
Other Revenues	2,621	10,514	10,514	1,052,994	1,514
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	89,549	124,000	124,000	135,237	123,500
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	153,390	136,214	136,214	1,229,217	126,714
Personnel (Full-time Equivalents)	19.50	22.97	22.97	22.97	19.50

* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

**Unaudited

Personal Services

Classification	FY 05 Adopt FTE	FY 06 Adopt FTE	FY 07 Adopt FTE	FY 06 Adopted Budget	FY 07 Adopted Budget
City Clerk	1.00	1.00	1.00	112,462	125,748
Administrative Analyst III	-	-	1.00	-	74,125
City Clerk Analyst	5.00	5.00	4.00	336,768	277,086
City Clerk Assistant	2.50	2.46	1.48	91,677	58,750
City Clerk Specialist	9.00	8.00	9.02	457,727	531,221
Election Supervisor	-	3.51	0.00	126,409	-
Elections Bureau Manager	1.00	1.00	0.00	88,725	-
Executive Assistant	-	1.00	1.00	53,267	60,489
Legislative Bureau Manager	1.00	1.00	-	88,725	-
City Clerk Bureau Manager	-	-	2.00	-	186,663
Subtotal Salaries	19.50	22.97	19.50	1,355,762	1,314,082
Overtime	---	---	---	60,030	20,730
Fringe Benefits	---	---	---	572,241	612,166
Administrative Overhead	---	---	---	50,160	41,846
Salary Savings	---	---	---	---	---
Total	19.50	22.97	19.50	2,038,193	1,988,825

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